

**Montgomery County**  
**Department of Public Works & Transportation (DPWT)**  
**Environmental Sustainability Policy**

Montgomery County, Department of Public Works and Transportation (DPWT) is committed to providing leadership which will foster conservation, protection and improvement of the environment by:

- Avoiding, to the extent practical, negative impacts to the natural environment
- Minimizing use of non-renewable resources
- Reducing energy use
- Purchasing Environmentally Preferable Products
- Increasing recycling of supplies and materials
- Raising environmental awareness among staff and others

In our commitment to this **DPWT Environmental Sustainability Policy**, DPWT will implement the following in our operations:

1. Reduce energy use
2. Promote renewable sources of energy
3. Promote alternate fuel vehicle use
4. Minimize negative impacts
5. Achieve LEED rating for the design of County buildings.
6. Minimize the use of hazardous materials and the generation of hazardous waste
7. Reduce office waste
8. Comply with all environmental laws and regulations

The following summarizes in detail our commitments.

**1. Institute Energy Conservation within our offices that requires:**

- a. Each office *to assign one or more employees* in each work area to check for lights or equipment that is left on at the end of the workday. They should turn off lights, photocopiers, printers, fax machines, office equipment, or personal equipment that will not be in use overnight.
- b. *Lights should be turned off in unoccupied areas*, such as empty offices or conference rooms, storage areas or other spaces that are not actively being used. This is particularly important when employees leave at the end of the day.
- c. *Desktop computers and monitors are to be turned off* at the end of the workday, unless overnight maintenance or data management is required.
- d. *Offices with windows will utilize daylight only for ½ the workday.*

**2. Promote renewable sources of energy**

DPWT shall implement initiatives that can dramatically reduce carbon dioxide emissions and reduce dependency on fossil fuels. These initiatives include but are not limited to using renewable sources of energy such as wind power for building electricity needs and bio-diesel as a fuel for County vehicles and equipment.

**3. Promote cleaner emission and/or alternate fuel vehicle use**

- a. Promote the purchase of ultra-low emission or zero emission vehicles.
- b. Educate County agencies in determining the appropriate size vehicles necessary for the specific operation with the intention to down-size light equipment vehicles to hybrid sedans.
- c. Purchase *ultra low sulfur fuel* for heavy duty vehicles.
- d. Promote use of *transit for travel* to all County functions and eliminate payment of mileage and parking when transit options are present.
- e. Promote the use of *public transportation, ridesharing, bicycling, walking, and new alternate transport technologies.*
- f. Promote the reduction of single occupant vehicles
- g. For our County vehicles:
  - i. Maintain the 6 year/120,000 miles replacement cycle for Public Safety Vehicles.

- ii. Maintain the 8 year/90,000 miles replacement cycle for Administrative Vehicles.
- iii. Maintain the 9 year/120,000 miles replacement cycle for Pickups, Vans and Utility Vehicles.
- iv. Maintain or decrease the 12 year replacement cycle for diesel powered vehicles buses and trucks.
- v. Explore the most feasible options to reduce diesel particulate emissions from buses and trucks.
- vi. Implement pilot for bio-diesel on buses and trucks.

#### **4. Minimize negative impacts**

- a. On Air Quality Action Days, when air quality in the Baltimore/Washington region is expected to reach unhealthy levels, DPWT commits to the following:
  - i. Code Red:
    - a. providing free Ride On bus service;
    - b. refueling County vehicles after 7:00 p.m.;
    - c. curtailing center line painting median strip spraying, mowing and asphalt paving;
    - d. limiting driving, sharing a ride, using transit;
    - e. not using aerosol products; and,
    - f. Ensuring that the Resource Recovery Facility (RRF) drop to 70% of load unless the reduction causes bypass of burnable waste or there is a max emergency called by the power grid.
  - ii. Code Orange:
    - a. refueling County vehicles after 7:00 p.m.;
    - b. curtailing center line painting median strip spraying and mowing and asphalt paving;
    - c. limiting driving, sharing a ride, using transit; and,
    - d. not using aerosol products.
  - iii. At the eight County fueling stations, DPWT shall provide signs that indicate the air quality levels.
  - iv. Provide local radio and highway messages whenever a Code Orange or Code Red is reached.

- b. Provide alternate transportation infrastructure
  - i. DPWT shall construct pedestrian and bicyclist improvements as part of each roadway project.
  - ii. DPWT shall implement pedestrian amenities such as sidewalks, crosswalks, and curb cuts with priority given to locations near schools, major activity centers, transit stations and bus stops.
  - iii. DPWT shall implement bicycle amenities such as bike paths, bike lanes, and curb cuts with priority given to locations near schools, major activity centers, transit stations, and bus stops.
  - iv. DPWT shall implement bike paths and bike lanes along major commuting routes and where missing links break the continuity of existing bicycle facilities.
  - v. DPWT shall promote and in coordination with regional transportation agencies, place bicycle racks and/or lockers at transit stations.
  - vi. DPWT shall implement bicycle racks and/or lockers at major activity centers and within business districts.
  - vii. DPWT shall install bike racks on County owned buses.
  - viii. DPWT shall promote with regional transportation agencies the implementation of bike racks on non-County owned buses that operate within the County.
- c. DPWT shall mitigate noise impacts from all roads built and maintained in Montgomery County as indicated in the “Highway Noise Abatement Policy”.
- d. Forests and Trees – To protect and expand forest and tree resources, DPWT shall:
  - i. create an off-site reforestation;
  - ii. plants street trees on most new road construction projects; and,
  - iii. maintain street trees and replace street trees as needed.

**5 . Green Building: DPWT shall design County buildings to achieve a standard LEED rating.**

DPWT shall design County buildings to achieve a standard LEED rating and all new County buildings designed after June 30, 2008 shall achieve a silver LEED rating. The LEED (Leadership in Energy and Environmental Design) Green Building Rating System was developed by the United State Green Buildings Council (USGBC). It identifies

criteria that positively impact the energy and environmental characteristics of a building, including sustainability of a site, water efficiency, energy efficiency, materials and resources, and indoor environmental quality.

**6. Minimize the use of hazardous materials and the generation of hazardous waste in DPWT operations.**

- a. DPWT staff shall investigate *environmentally preferred materials* and if applicable and feasible shall substitute and use in place of hazardous chemicals. Prior to changing to a different product, DPWT staff shall evaluate the product's ability to perform in the applicable work process and review previously conducted testing results.
- b. DPWT staff shall perform *cost comparisons*. DPWT acknowledges that some environmentally preferred materials may have higher up-front costs if operational and incidental costs are not factored into the purchasing decision. Therefore, cost comparisons between the use of hazardous chemicals and environmentally preferable products must be developed that include the product's net cost impact that includes costs for adequate product storage, disposal of wastes or containers, or potential environmental cleanups needed due to accidental release(s), employee training and hazardous material management.
- c. DPWT, in its operations, shall include the following language into *all contracts* that involve the purchase and use of hazardous materials.

“A Bidder shall provide a copy of the current Material Safety Data Sheet (MSDS) for the product(s) offered. The MSDS must include all chemical compounds present in concentrations greater than 0.1 percent for each product offered. The Contractor shall provide required safety and health training for DPWT employees on each product(s) offered and for proper product use, storage and disposal, when requested by the DPWT. The Contractor further agrees to accept returned empty containers for disposal purposes, if and when requested by the DPWT. The cost for disposal of used containers and for any requested training and disposal of used containers shall be included in the bid price for the product. “

More specifically, DPWT shall require:

- a. *Janitorial contractors* to supply industrial and institutional cleaning products that meet Green Seal certification standards for environmental preferability and

performance.

- b. The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products shall be phased out and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems shall not contain them.
- c. All surfactants and detergents shall be readily **biodegradable** and shall not contain phosphates.
- d. When maintaining buildings and landscapes, DPWT shall manage pest problems through prevention and physical, mechanical and biological controls. DPWT has an **Integrated Pest Management (IPM)** policy and practices using the least toxic pest control only as a last resort.
- e. When ***maintaining buildings***, DPWT shall use products with the lowest amount of volatile organic compounds (VOCs), the highest recycled content, and low or no formaldehyde when practicable when purchasing materials such as paint, carpeting, adhesives, and furniture.
- f. When ***maintaining landscapes***, DPWT shall perform grasscycling (the process of leaving grass clippings directly on the lawn when the grass is cut) during the lawn mowing season. Furthermore, in planning landscape designs, DPWT will use landscape materials that promote waste reduction through the use of materials that either eliminate or reduce the need for maintenance, such as using mulch, compost, or various types of ground cover materials..
- g. Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, DPWT shall give preference to those products with lower quantities of these metals.
- h. DPWT will incorporate ***native plants*** and grasses into its landscape design.
- i. ***Elimination of aerosol cans***, to the extent possible, by substituting with refillable bottles.
- j. In our DPWT offices, staff shall:
  - a. Purchase ***less toxic*** or nontoxic inks.
  - b. Purchase ***nontoxic cleaning supplies in bulk*** or condensed forms, in recycled or recyclable containers.
  - c. Purchase ***compact fluorescent bulbs*** for lamp fixtures.
  - d. ***Turn off lights*** in offices with natural light during peak power times.

## **7. Reduce Office Waste – DPWT shall:**

- a. Purchase products that are equal in performance to standard office products, but save natural resources, conserve energy, or reduce or prevent the emission of toxic chemicals.
- b. Purchase ***Energy Star office equipment*** such as computers, copiers, and printers that have been certified by the Federal Energy Star program as being among the most energy efficient in the market.
- c. Assign staff to oversee purchases and to ensure that environmentally preferable products are being purchased.
- d. ***Order in bulk*** or place orders in a consolidated manner as to avoid wasteful packaging and unnecessary use of fossil fuel in the transportation/shipping of orders.
- e. Purchase reusable, repairable, rechargeable, or refillable products (examples are: remanufactured or refillable inkjet cartridges, remanufactured laser printer toner cartridges, Read-Write computer disks, and rechargeable batteries).
- f. Purchase reused, reconditioned, or refurbished rather than new products whenever possible.
- g. Reduce paper consumption by using more ***electronic transfer of data*** and correspondences, printing on both sides, using scrap paper, limiting copying, and limited subscriptions.
- h. ***Use non-disposables*** for office kitchen such as glasses, mugs, plates, and flatware.
- i. ***Recycle*** mixed paper including corrugated cardboard, newspaper, office paper, unwanted mail and envelopes with or without windows, telephone, paperback and hardcover books, and shredded paper; commingled materials including aluminum cans and foil products, plastic narrow-neck bottles, and glass bottles and jars; scrap metal; and computer and office electronic equipment.
- j. Donate or exchange surplus and reusable waste items.

## **8. Comply with all environmental laws and regulations**

DPWT, in its depots, will strive to the following:

- a. minimize the amount of waste generated,
- b. ensure the safe disposal of waste,
- c. reuse and recycle whenever possible,

- d. reduce discharge of pollutants into the water,
- e. reduce emissions to the air,
- f. reduction in water useage,
- g. monitor our environmental performance; and,
- h. seek opportunities to improve on our performance.

Each of the DPWT depots, shall identify staff who will ensure environmental compliance and be responsible for the following duties:

- a. maintain an updated list of all applicable environmental rules,
- b. ensure compliance with each environmental rule,
- c. develop work instructions to ensure compliance,
- d. coordinate environmental compliance training,
- e. develop operational and capital resource budget
- f. ensure environmental compliance; and,
- g. ensure that a yearly internal compliance assessment occurs to check progress toward environmental compliance goals.

Each of the DPWT depots, shall demonstrate by the end of each fiscal year, progress towards meeting environmental compliance and measure progress by the following:

- a. money saved,
- b. reductions in number and amount of spills or accidental releases,
- c. reductions in air emissions, hazardous waste generated, and non-hazardous waste generated,
- d. activities that prevent stormwater pollutants,
- e. reductions in energy usage or water usage,
- f. reductions in the number of notices of violation from yearly assessments,
- g. compliance training; and,
- h. improvement in compliance history.



DPWT will comply with all applicable federal, State, and local laws and regulations in its transportation construction projects, and its operation and maintenance of transportation facilities, pertaining to each aspect of the natural environment as follows:

- a. topography
- b. geology
- c. soils (prime and unique soils, farmland, etc.)
- d. groundwater
- e. floodplains
- f. surface water resources
- g. aquatic biota
- h. waters of the U.S., including wetlands
- i. vegetation, (forest stands, FIDS habitat, champion trees, significant trees, specimen trees, invasive plant species, etc.)
- j. terrestrial wildlife (mammals, reptiles, amphibians, birds, etc.)
- k. rare, threatened, endangered species
- l. noise
- m. air quality

#### **Glossary:**

##### Definitions:

- i. ***Hazardous materials*** are defined as, "Any material, whether solid, liquid or gas, which, if not used properly, may cause harm or injury to persons through inhalation, ingestion, absorption or injection, or which may negatively impact the environment through the use or discharge of any material on the ground, in the water or to the air." A central tool in source reduction is control of the purchase of hazardous materials.
- ii. ***Hazardous wastes*** are substances specifically "listed" as such in State regulations, is mixed with or derived from one of those "listed" wastes, or exhibits certain characteristics defined in the regulations. The characteristics of hazardous waste include ignitability, corrosivity (strong acids or caustics), reactivity (explosives or items which can release toxic gases when mixed with water), and toxicity (substances which will release certain levels of toxics when subjected to a test simulating conditions in a landfill).